

Employer. Please attach a copy of the Leave of Absence agreement or a copy of the board minutes. Please read the additional instructions on the 2nd page of this form.

# INDIANA STATE TEACHERS' RETIREMENT FUND

150 West Market St., Suite 300 Indianapolis, IN 46204-2809 Telephone: (317) 232-3860 / (888) 286-3544 Fax: (317) 232-3882 Home page: http://www.in.gov/trf

# PRIVACY NOTICE

Your TRF number is required on this form. Without it our agency cannot process your request. To obtain your number, feel free to call our office at (317) 232-3860 or toll-free at (888) 286-3544.

MEMBER DATA							
Name of member				Date (month, day, year)			
Address (sumber and street)				TRF number (required)			
Address (number and street)	ddress	The number (requ	uneu)				
	<del></del>						
City		ZIP code	Telephone number	phone number			
City	State			ZIF Code	relephone number		
LEAVE OF ABSENCE DATA							
Subject to one-seventh (1/7 <sup>th</sup> ) Rule. Please check the type of leave below:							
Sabbatical / Profess	Sickness or Disability						
(Requires return to Indiana teaching for equal time)			☐ Sick leave		☐ Other school board approved leave		
☐ Advanced study	☐ Teacher exch	nange program				(not eligible for service credit)	
☐ Work experience	☐ Approved ed	ucational travel	☐ Dis	ability			
Military 9			Other				
☐ Military service leave ☐ Family and Medical Leave Act (FMLA) (for vesting purposes only)			☐ Pregnancy leave		☐ Adoption leave		
Date beginning (month, day, year)	Date ending (month, day, year)		Compensation	n, including any sick	leave Amount of TRF contributi	Amount of TRF contribution, if any	
EMPLOYING OFFICIAL'S STATEMENT							
I attest that the above described leave of absence was approved by the Board of Trustees.							
I further attest that the terms of the leave of absence agreement were satisfactorily met by the teacher.							
Are the employee's 3% contributions picked up by the employer? (circle one) Yes No							
School unit	onth, day, year)	Employing offi	icial signature				
Name of school	Employing offi	Employing official printed name					
Address (number and street)	Employing offi	icial title					
City	Ctata	7ID anda	Frank- : "	icial telephone numb			
City	State	ZIP code	Employing offi	iciai teleprione numb	lei		
			Employing offi	icial fax number			

#### **ADDITIONAL INSTRUCTIONS**

To receive a leave of absence eligible for TRF service credit, the leave must be for one of the following reasons:

- Advanced study Work experience Teacher exchange program Approved educational travel Sick leave
- Disability
  Military service leave
  Family and Medical Leave Act (FMLA)
  Pregnancy leave
  Adoption leave

The Indiana State Teachers' Retirement Fund (TRF) will only recognize the above-listed leaves for service credit. All other leaves, including personal leaves, are not recognized for service credit.

If the leave is for advanced study, work experience, a teacher exchange program, or approved educational travel, the teacher must return to a position covered by TRF for the same amount of time that was granted for the leave. For example, if a member was granted a one year leave of absence, that member would then need to return to teaching for one year before service credit would be added to the member's record.

All leaves are subject to the one/seventh (1/7<sup>th</sup>) rule. This rule states that leave credit is limited to one-seventh of the total years of service claimed by a member for retirement purposes. A leave of absence cannot be granted until the fiscal year (July 1 through June 30) in which the leave occurred is completed and all requirements have been satisfied.

The leave must be officially approved and verified by the school corporation. A leave of absence must be verified on this form. A copy of the board minutes or leave of absence agreement approving the leave of absence must be submitted with this form.

# OTHER SCHOOL BOARD APPROVAL LEAVES (NOT ELIGIBLE FOR SERVICE CREDIT)

A leave of absence may be granted for which the member does not receive retirement service credit from TRF. Teachers who return from such leaves return to the particular fund (Pre-'96 or '96 Fund) to which they belonged prior to the leave of absence. Mark the "Other School Board Approved Leave" box on this form; return with copies of the board minutes referring to the leave of absence.

### **MILITARY SERVICE LEAVE**

Leaves of absence that qualify for military service credit originate from two sources. Some varieties of military service credit for leave are authorized by federal legislation. These types of creditable leaves apply when a member leaves a teaching position, serves on active duty in the military, and returns to the position they left to enter the military. A member is entitled to military service credit in the amount required by the Veterans Reemployment Rights Act (38 USC 4301 et seq.), as recently amended by the Uniformed Services Employment and Reemployment Rights Act of 1994. The second type of credit is authorized by Indiana law (IC 5-10.4-4-8). Please note that military service rendered years ago must still be verified by TRF for the teacher. Copies of college transcripts, military form DD214, and other relevant documents may be required.

# FAMILY AND MEDICAL LEAVE ACT (FMLA)

FMLA is covered by special Federal law that includes service credit only if needed for vesting. TRF will evaluate each application separately.

# **EDUCATION OR SICK LEAVES TAKEN PRIOR TO JUNE 1974 REQUIRE DIFFERENT VERIFICATION**

Specifics will be provided as requested.

### PRE-96 FUND OR 96 FUND MEMBERSHIP

Teachers returning from a leave of absence under TRF laws retain membership in the particular Fund (Pre-96 Fund or 96 Fund) to which they belonged prior to the leave of absence.